

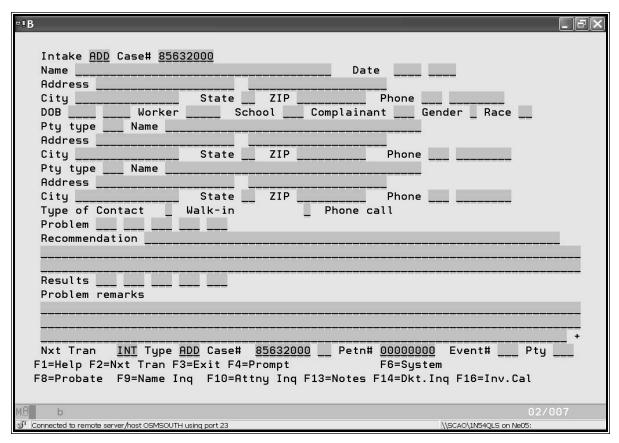
## Juvenile Intake Screen

The intake screen is used to record information such as court contacts about a minor who is not currently under the courts jurisdiction. This screen stores information on the problem, recommendations and the results of the recommendations the court issued.

# Accessing the Juvenile Intake Screen:



From the Transaction Request Screen, enter INT in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number, press <Enter>.



Following are the field descriptions from the Intake Screen.

#### ~Intake~

This is the screen you are in and the process the system is executing.

#### ~Case~

This is the case number.

## ~Name~

Enter the juveniles name.

## ~Date~

Enter the date this intake was processed in your court.

# ~Address, City, State and Zip~

Enter the parties address, city, state and zip.

## ~Phone~

Enter the parties telephone number.

# ~Type of Contact~

Enter the type of contact that was made by entering an "X" in the telephone or walk in fields.

## ~Problem~

Enter the problem codes that initiated this intake. Press <F4> for a list of valid problem codes.

## ~Recommendation~

Enter text regarding the recommendation the court gave to the complainant regarding the problems.

#### ~Results~

Enter the result codes that best describes the result of this case. Press <F4> for a list of valid codes.

## ~Problem Remarks~

Enter text regarding any problem remarks the court may have.

# Adding or Modifying the Intake Screen

From the Next Tran line, enter the following

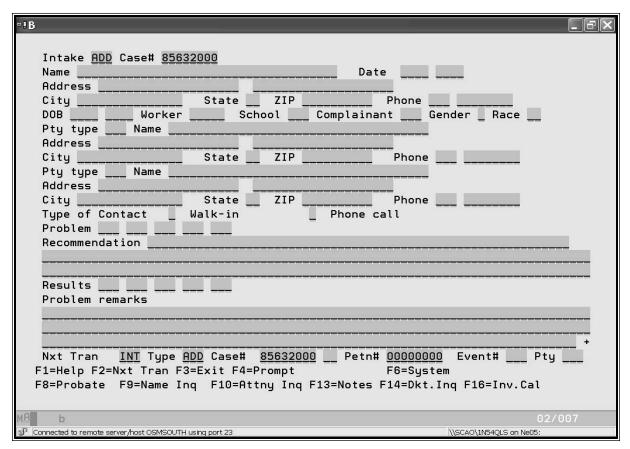
## Adding:



# **Modifying:**

NXT TRAN	INT	TYPE ADD	CASE NBR	03000521	PET <u>00000000</u>	EVT	PTY

Press <Enter>. The system will return the requested screen.



Enter information in the above fields.

# Inquiring on an Intake Screen

From the Next Tran line, enter the following



Press <Enter>. The system will return the requested screen.

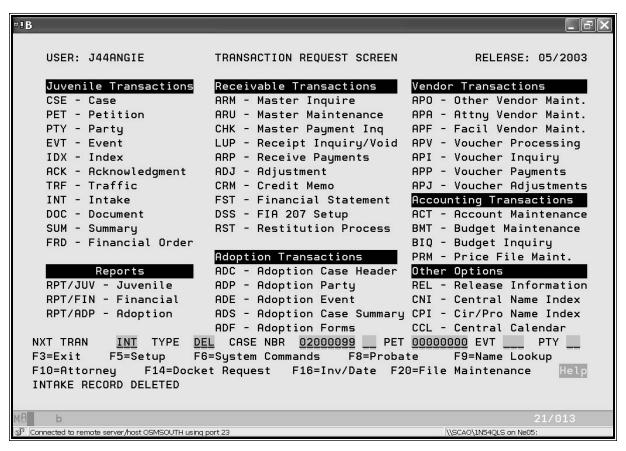
o i B	PX
Intake <u>INQ</u> Case# <u>02000099</u> Name <u>INTAKE,TESTING,</u> Address	
City State ZIP Phone Gender Race Pty type Name	
City State ZIP Phone Pty type Name Address	
City State ZIP Phone Phone Type of Contact Walk-in Phone call Problem Recommendation	
Results Problem remarks	
Nxt Tran <u>INT</u> Type <u>INQ</u> Case# <u>02000099</u> Petn# <u>00000000</u> Event# Pty F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal	
MB b 02/007  30 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:	

# **Deleting an Intake Screen**

From the Next Tran line, enter the following



Press <Enter>. The system will return the requested screen.



The system will display a message indicating that the intake case was deleted.